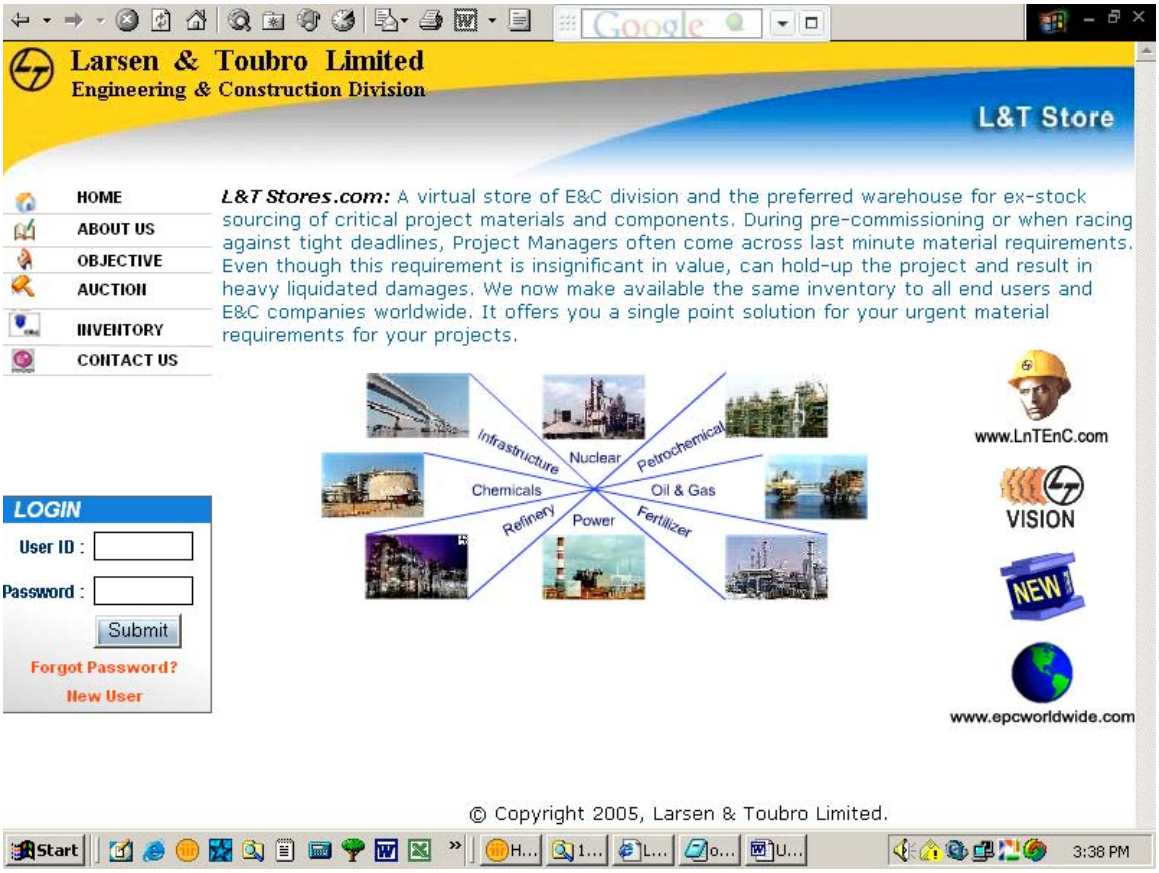
USER MANUAL

FOR

LnT Stores

(User Guide)

LnT Stores Home Page


Larsen & Toubro Limited
Engineering & Construction Division
L&T Store
HOME
ABOUT US
OBJECTIVE
AUCTION
INVENTORY
CONTACT US
L&T Stores.com: A virtual store of E&C division and the preferred warehouse for ex-stock sourcing of critical project materials and components. During pre-commissioning or when racing against tight deadlines, Project Managers often come across last minute material requirements. Even though this requirement is insignificant in value, can hold-up the project and result in heavy liquidated damages. We now make available the same inventory to all end users and E&C companies worldwide. It offers you a single point solution for your urgent material requirements for your projects.
Infrastructure
Nuclear
Petrochemical
Chemicals
Oil & Gas
Refinery
Power
Fertilizer
LOGIN
User ID :
Password :
Submit
Forgot Password?
New User
www.LnTEnC.com
VISION
NEW
www.epcworldwide.com
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Start
3:38 PM

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➢ Client Requirement:

- Internet Explorer 5.5 or above.
- Operating System: Windows 98/ Windows NT/ Windows 2000 /XP or above
- Minimum of 128 MB RAM

Name of the URL: For Internet Users: http://www.lntstores.com
For Intranet Users: http://10.2.0.146/newlntstore

➢

1. About Us

Larsen & Toubro Limited is one of Asia's largest vertically integrated engineering and construction conglomerate. Engineering and construction division constitutes the largest business segment of the company providing premier services in the areas of process technology, FEED, basic and detailed engineering, heavy engineering and skid mounted modular fabrication, procurement, logistics, construction, erection, commissioning and project management. Engineering and construction division executes projects on turnkey basis.

Engineering and construction division serves the core sectors and infrastructure of the economy viz. oil exploration & refinery, sulfur recovery units, diesel hydrotreaters, hydro power, fertilizer, petrochemical, steel, cement, mining, aerospace, nuclear power, roads, ports, bridges, telecommunication.

2. Introduction

2.1 Welcome

LnT Stores is the preferred warehouse for ex-stock sourcing of critical project materials and components. During pre-commissioning or when racing against tight deadlines, Project Managers often come across last minute material requirements, which though insignificant in value can hold-up the project and result in heavy liquidated damages. We now make available the same inventory to all end users and E&C companies worldwide. It offers you a single point solution for your urgent requirements.

2.2 Our Objective

For executing E&C jobs for our prestigious customers on a fast track, we maintain an inventory of high-class raw materials, components and machines. We now make available the same inventory to all end users and E&C companies worldwide through this website.

As a first step, we are introducing the feature of accessing our inventory online for any visitor of this website. From time to time we dispose off lots of slow moving items through a process of closed e-auction amongst a set of pre-qualified bidders.

Members of this website will be informed regularly about the new material arrival in this virtual store through newsletter.

2.3 Features of LnT Stores

Following are the main objectives of e-procurement module:

- Instant online access to material available in LnT.
- A customized user management system with a built in approval that ensures only approved orders are processed and allow you to control who has access.
- Instant request processing and hence cost saving
- A notification system that gives intimation to the user of new items available in LnTStores

2.4 Types of users in LnT Stores

There are different types of Users as listed below:

1. **Admin** This ID is used by the Store Admin to perform transactions such as Upload Surplus material into the inventory, blocking items for requested users.

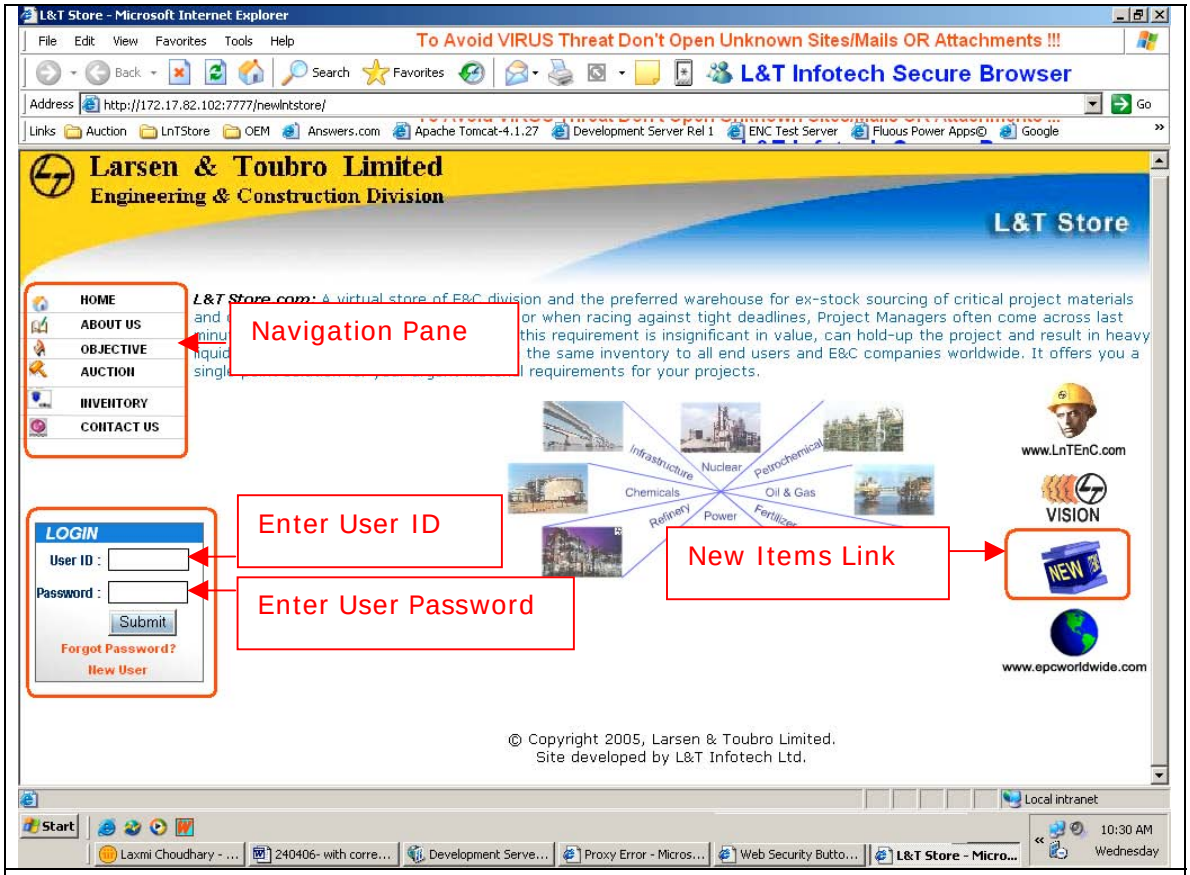
2. **User:** This ID is used by the users to perform transactions such as Request for uploading the Surplus Material into the inventory, Request for Bulk material.

2.5 Getting started with “LnT Stores”

2.5.1 User login

Users can access LnTStores by using following URLs
For Internet Users: www.lntstores.com
For Intranet Users: http://10.2.0.146/newlntstore

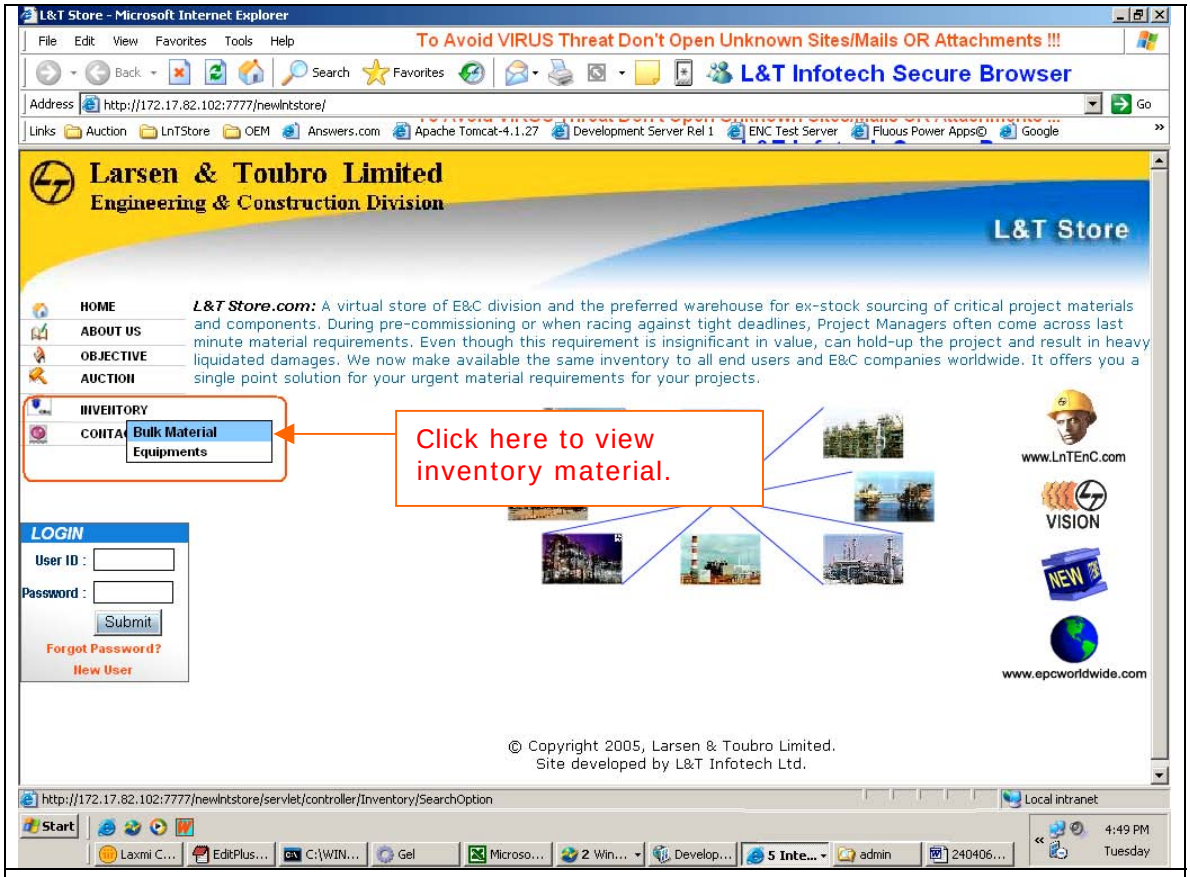
For doing any transaction use the valid User ID and Password



Login Page

2.5.2 View Inventory Material (Without Login)

User can view the inventory list without requiring to use her/his user ID and password. The User ID and password is required only when the user requests for material from L&T Store and for doing any other transactions. User clicks the navigation link **Inventory->Bulk Material** in the homepage of Lntstores to view the inventory list of items available in store. Refer screen shown below.


L&T Store - Microsoft Internet Explorer
To Avoid VIRUS Threat Don't Open Unknown Sites/Mails OR Attachments !!!
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HOME
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Bulk Material
Equipments
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Click here to view inventory material.
LOGIN
User ID :
Password :
Submit
Forgot Password?
New User
www.LnTEnC.com
VISION
NEW
www.epcworldwide.com
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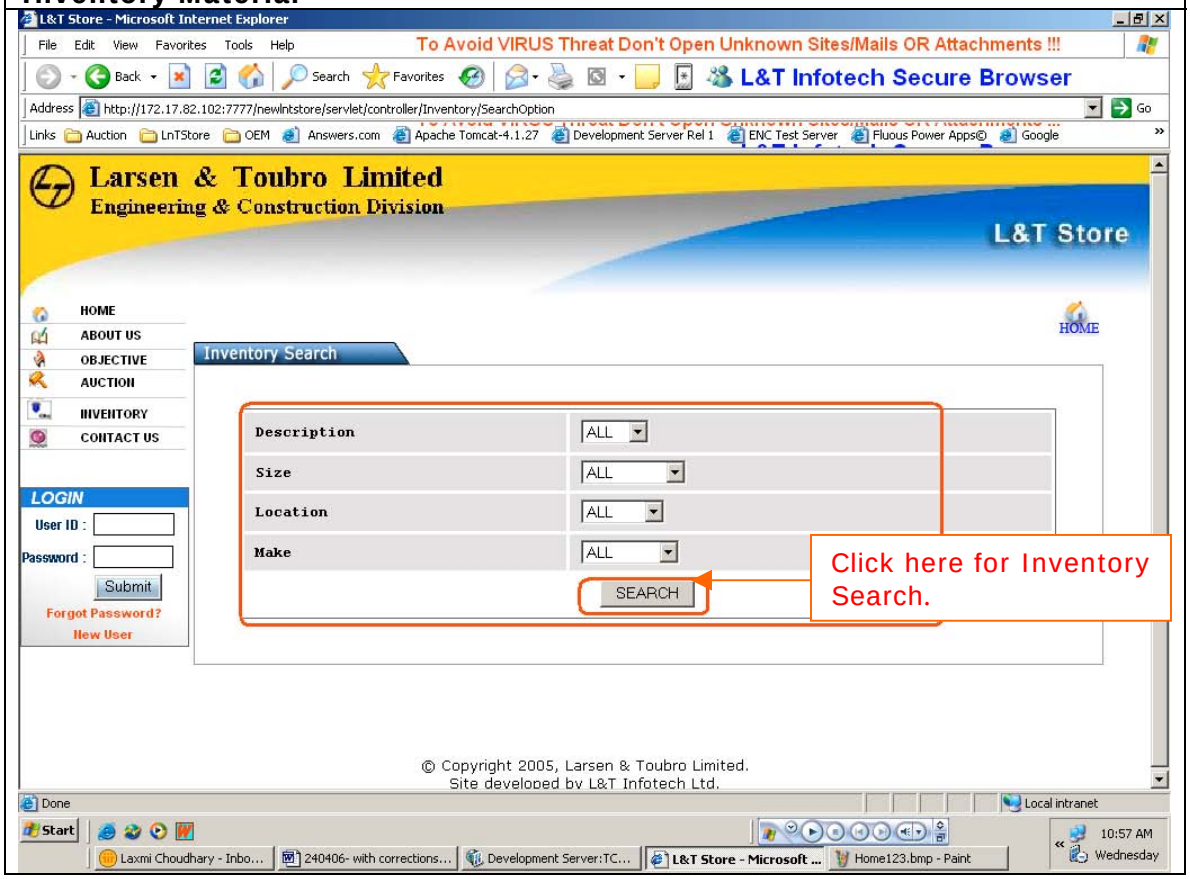
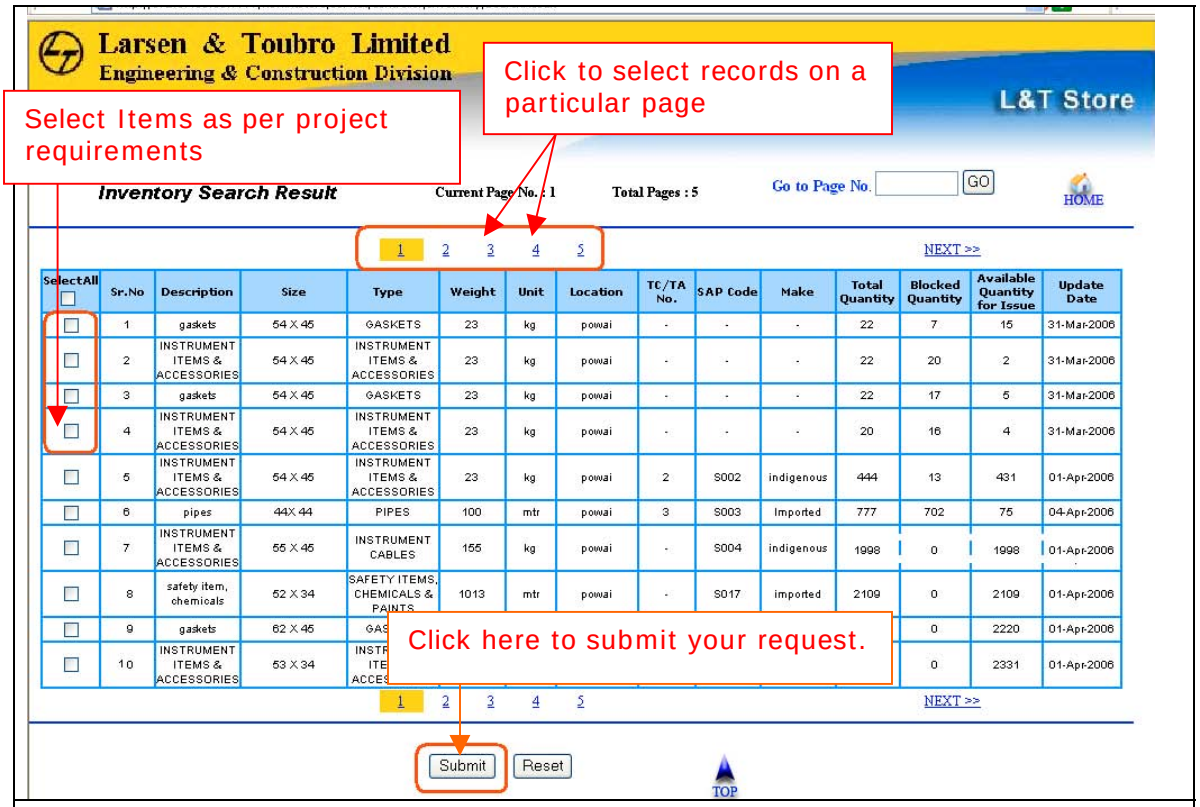
Inventory Material

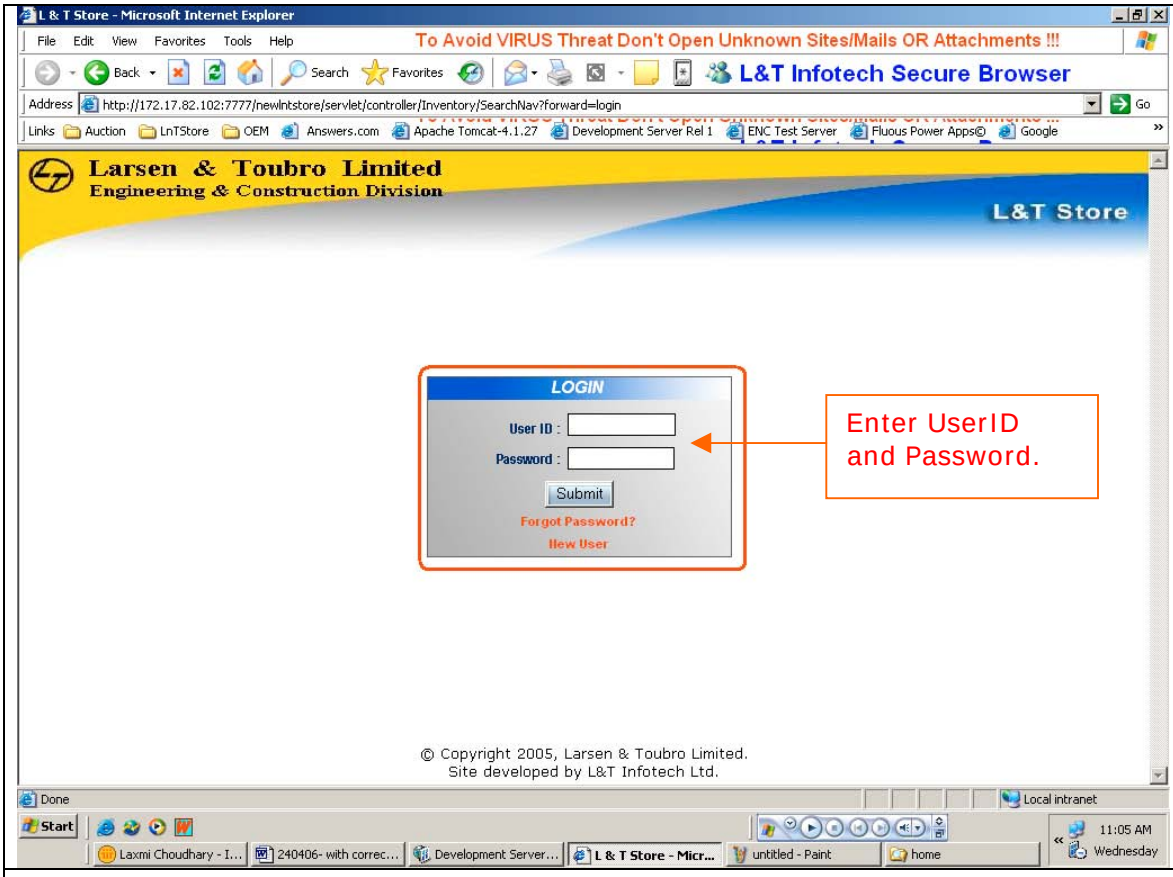


Inventory Search


Larsen & Toubro Limited
Engineering & Construction Division
L&T Store
Select Items as per project requirements
Click to select records on a particular page
Inventory Search Result
Current Page No. : 1
Total Pages : 5
Go to Page No.
GO
HOME
1 2 3 4 5
NEXT >>
SelectAll
Sr.No
Description
Size
Type
Weight
Unit
Location
TC/TA No.
SAP Code
Make
Total Quantity
Blocked Quantity
Available Quantity for Issue
Update Date
1 gaskets 54 X 45 GASKETS 23 kg powai - - - 22 7 15 31-Mar-2006
2 INSTRUMENT ITEMS & ACCESSORIES 54 X 45 INSTRUMENT ITEMS & ACCESSORIES 23 kg powai - - - 22 20 2 31-Mar-2006
3 gaskets 54 X 45 GASKETS 23 kg powai - - - 22 17 5 31-Mar-2006
4 INSTRUMENT ITEMS & ACCESSORIES 54 X 45 INSTRUMENT ITEMS & ACCESSORIES 23 kg powai - - - 20 16 4 31-Mar-2006
5 INSTRUMENT ITEMS & ACCESSORIES 54 X 45 INSTRUMENT ITEMS & ACCESSORIES 23 kg powai 2 S002 indigenous 444 13 431 01-Apr-2006
6 pipes 44X 44 PIPES 100 mtr powai 3 S003 Imported 777 702 75 04-Apr-2006
7 INSTRUMENT ITEMS & ACCESSORIES 55 X 45 INSTRUMENT CABLES 155 kg powai - S004 indigenous 1998 0 1998 01-Apr-2006
8 safety item, chemicals 52 X 34 SAFETY ITEMS, CHEMICALS & PAINTS 1013 mtr powai - S017 imported 2109 0 2109 01-Apr-2006
9 gaskets 62 X 45 0 2220 01-Apr-2006
10 INSTRUMENT ITEMS & ACCESSORIES 53 X 34 0 2331 01-Apr-2006
Click here to submit your request.
Submit
Reset
TOP

Inventory Search Result

After user click on Submit the System will ask for User ID and Password. Only registered user can submit the request for inventory material.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L&T Store
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Password :
Submit
Forgot Password?
New User
Enter UserID and Password.
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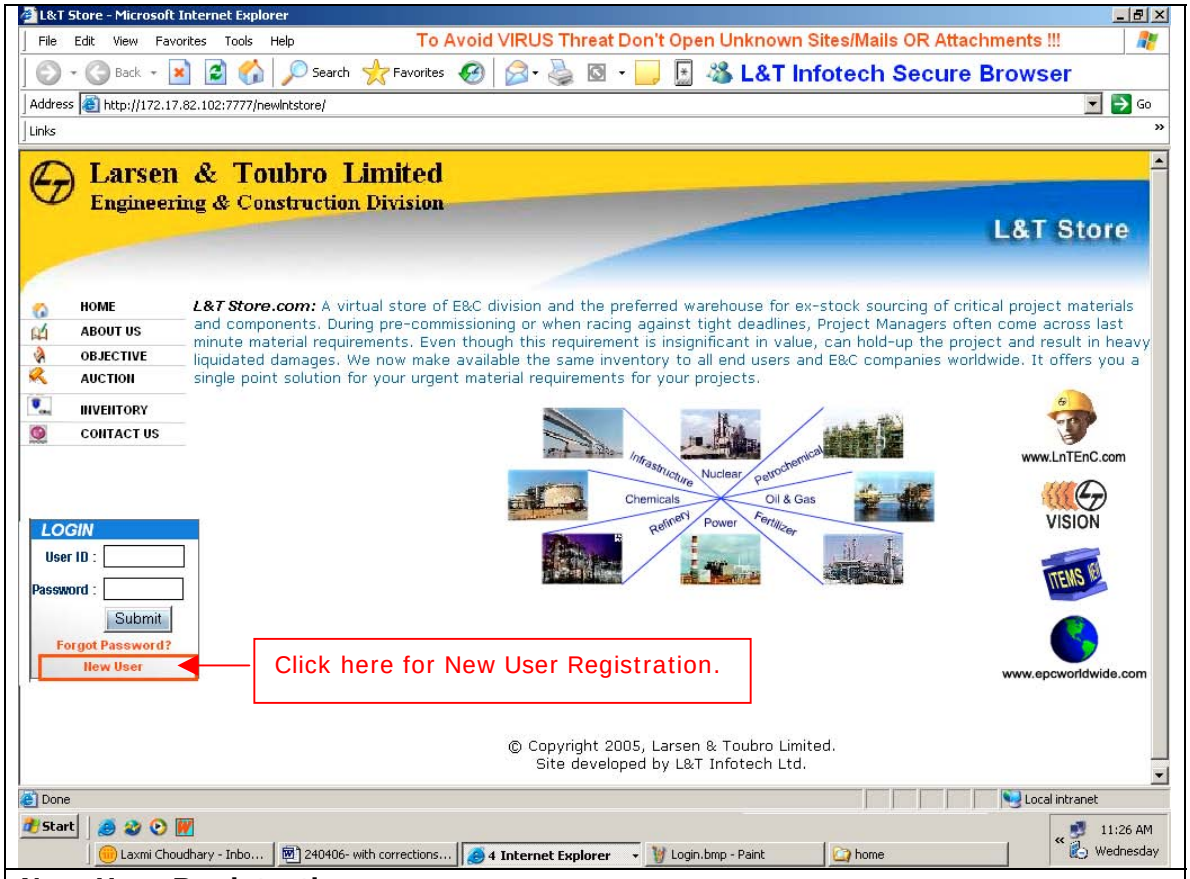
Login Page

After login the user's request for inventory materials will be sent to admin.

2.5.2 New User Registration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http://172.17.82.102:7777/newlntstore/
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Infrastructure
Nuclear
Petrochemical
Chemicals
Oil & Gas
Refinery
Power
Fertilizer
www.LnTEnC.com
VISION
ITEMS
www.epcworldwide.com
LOGIN
User ID :
Password :
Submit
Forgot Password?
New User
Click here for New User Registration.
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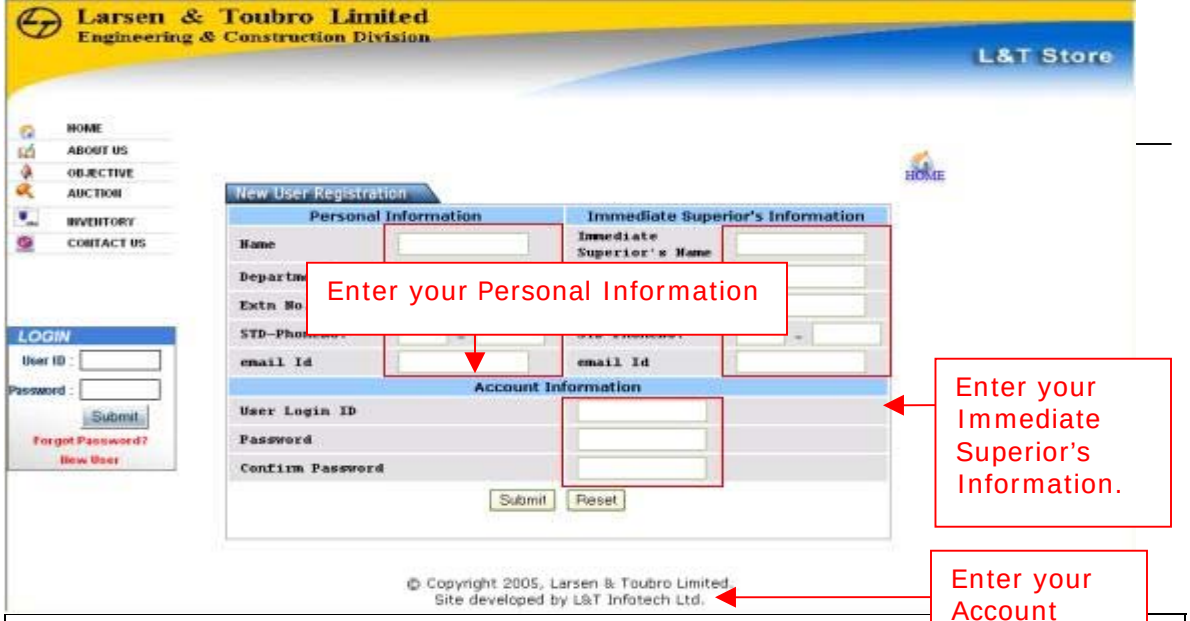
Site developed by L&T Infotech Ltd.
Done
Local intranet
Start
Laxmi Choudhary - Inbo...
240406- with corrections...
4 Internet Explorer
Login.bmp - Paint
home
11:26 AM
Wednesday

New User Registration

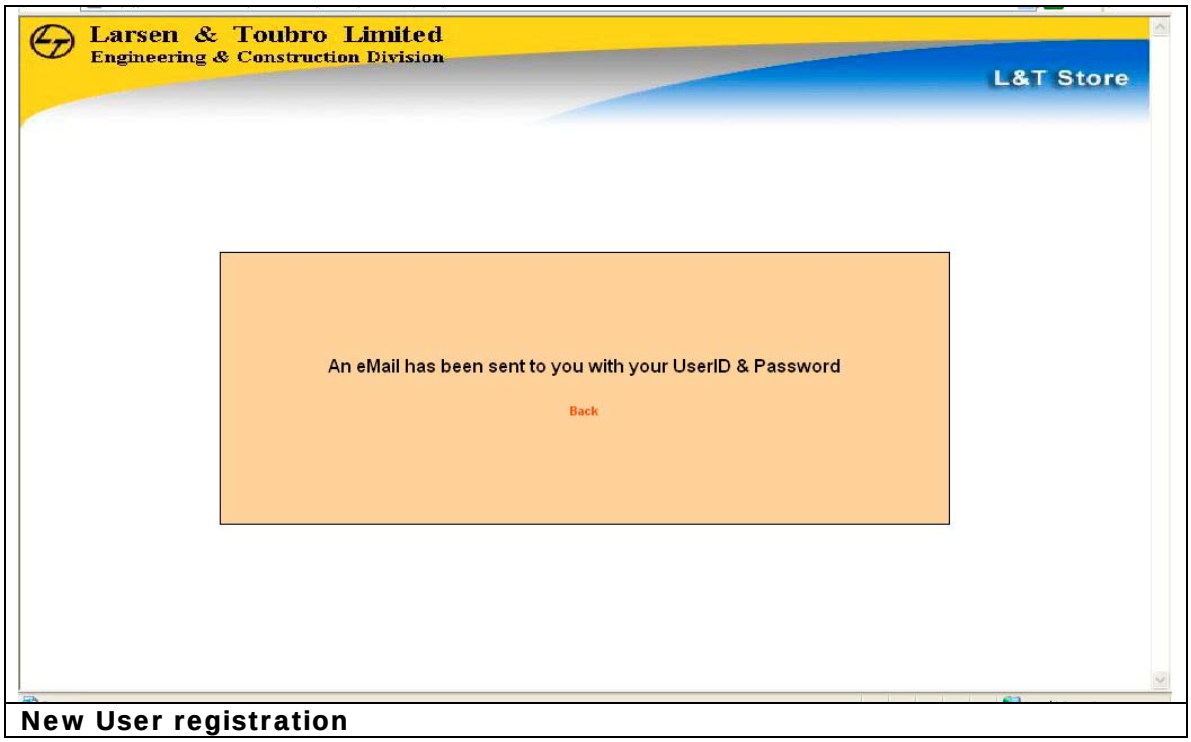
On clicking the 'New User' link a 'New User Registration' form will open. User can fill the form and submit the same.



New User registration

- All the fields are mandatory.
- Approver eMail ID belongs to Intenc.com.

After submitting the request, the following page appears


Larsen & Toubro Limited
Engineering & Construction Division
L&T Store
An eMail has been sent to you with your UserID & Password
Back

New User registration

And a mail will go to user's eMail account which he has specified while creating his account for approval.

After creating user account, it will be in inactive state. For activating his account user has to approve himself by clicking on the link "**Approve / Reject"** given in the mail.

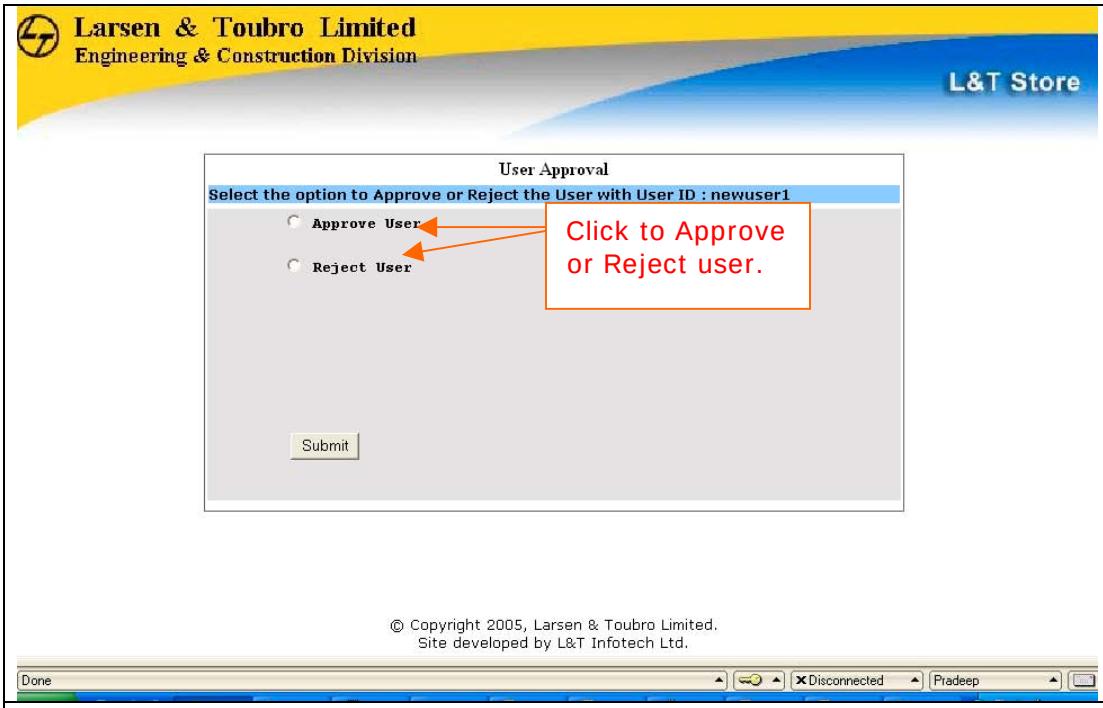
The sample format of mail received by user looks as below:

Dear <UserName>,

Request for Approval/Rejection of User : <User ID>

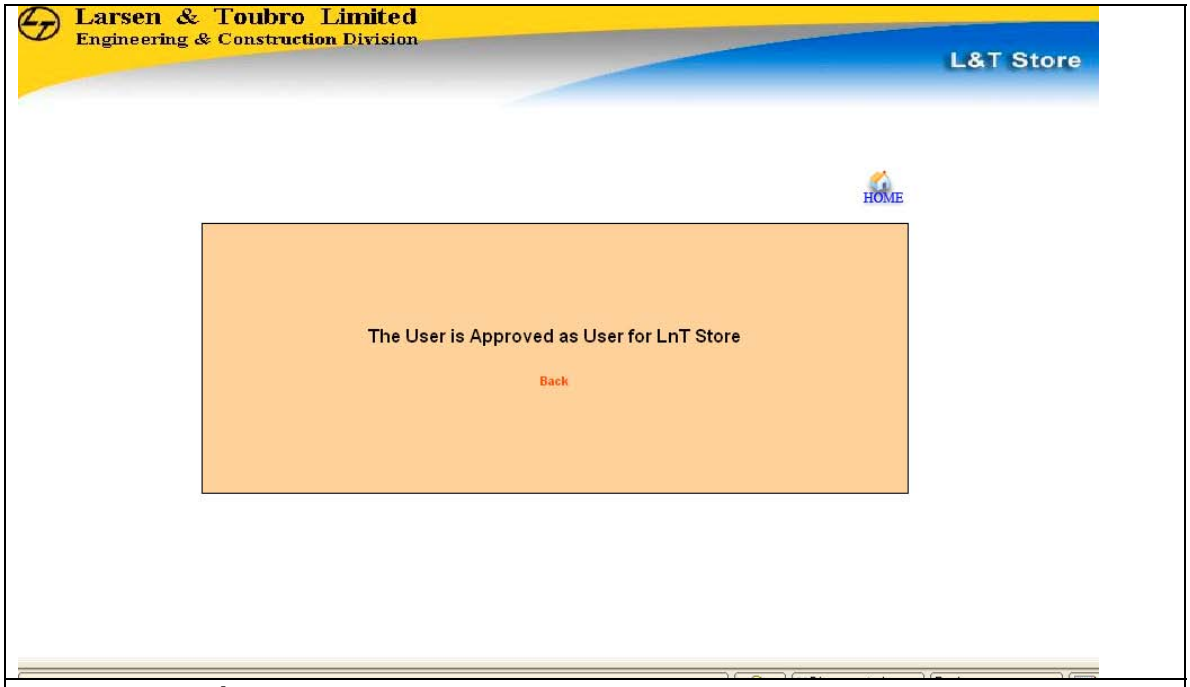
Following are the Details of the User
Name : <User Name>
User ID : <User ID>

The user can click on the link **'Approve / Reject'** to activate his account.
The screen appears as below:



New User registration

After selecting Approve radio button, the account of the user will be activated and the confirmation screen appears:



User approval screen.

A L&T Stores Account Activation mail is sent to the user. The sample format of mail will be:

Date: 03/04/2006 , Time:19:30:17 ,

Your request for LnT Stores usage through User ID: <user ID> has been approved.
Following are the login details for LnT Stores website
==========
User ID:: <User ID>
Password :: <Password>
==========
Click below to Login

Click Here for Intranet Users

OR

Click Here for Internet Users

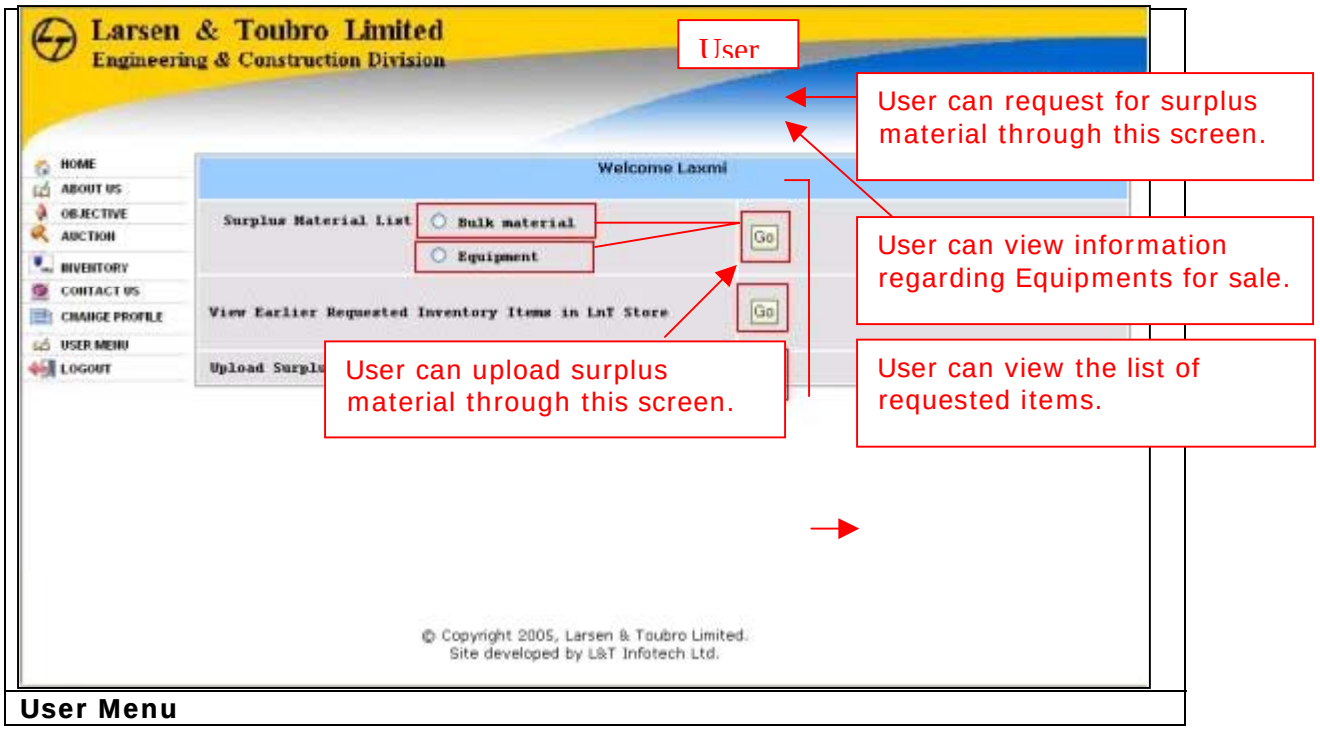
To make optimum use of LnT Stores website, please refer to the Users' help File

Click Here for Users' File

Hope you will use this site regularly. Your feedback is more valuable for us to update this website

With Regards,
Admin,
L&T Stores.

Registered Users can directly login into the system. After that he will be redirected to the User Menu page of the LnTStores site.



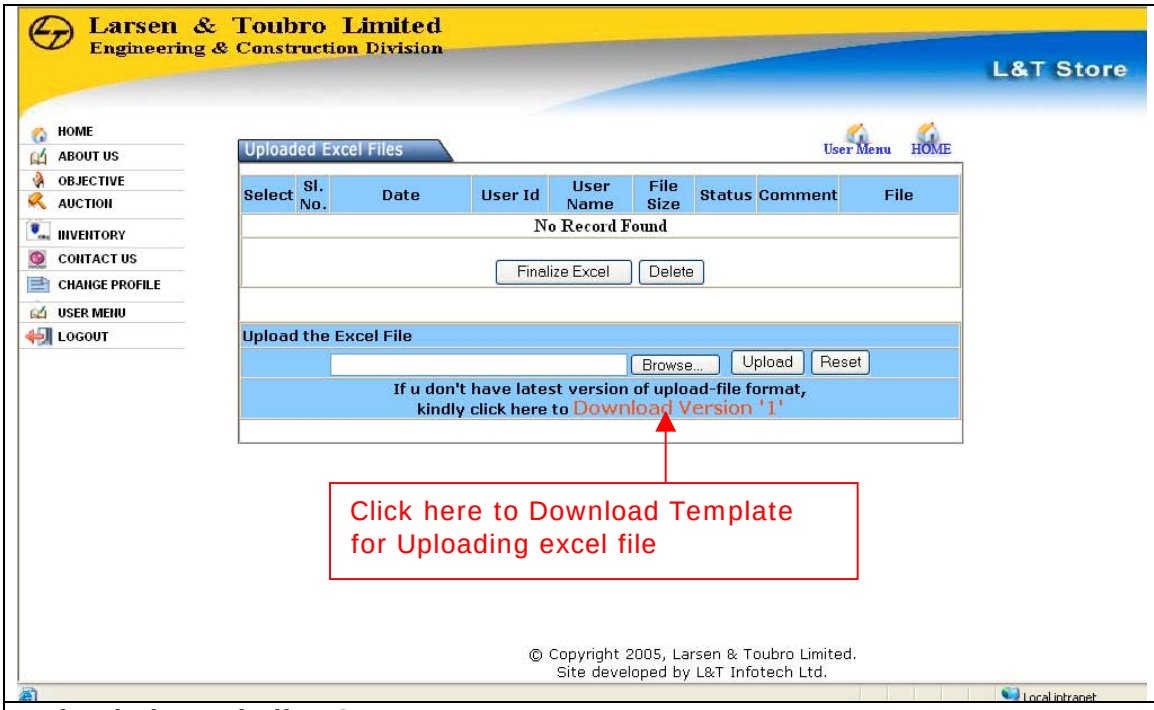
User Menu

3. Upload Surplus Material List

On clicking “Go” Button next to the Upload Surplus Material List option - the user is taken to the Upload Excel File screen. This screen list all the excel files uploaded by the user.

3.1 Downloading Template Excel File

User can download the template by clicking on “Download Version 1” as shown below. A ZIP file will get downloaded when the user clicks ‘**Save**” button on the dialog box. User has to extract the ZIP file and save it on his desktop. After this, user can enter the details of materials in the excel file. Once all the materials are added to the Excel file, it is ready for Upload into the L&T Stores System.



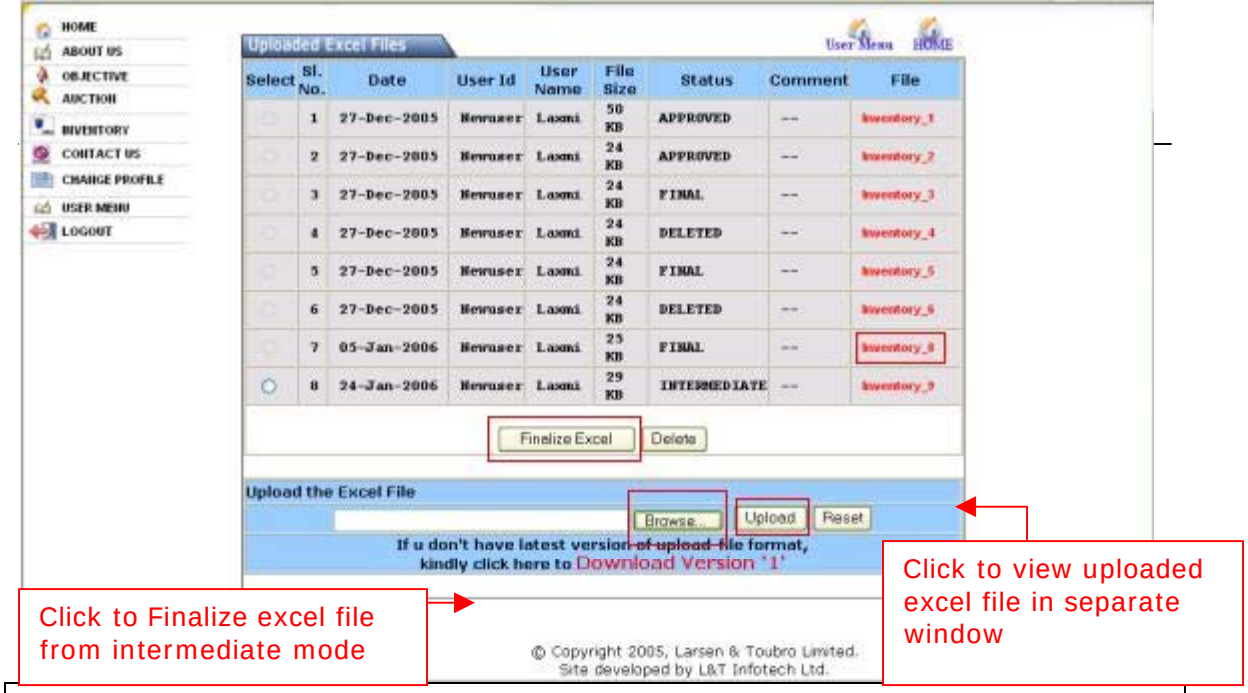
Uploaded Excel Files Screen

3.2 Uploading Excel file

In the above figure click “Browse” to select the excel file to upload. Click “Upload” button to upload the Materials excel file into the L&T Stores application. This is the Intermediate stage of Upload. **The different stages of upload are mentioned in the table below:**

INTERMEDIATE	The initial status when the user uploads an excel file for first time
FINAL	The user can finalize the Excel file by selecting “Finalize Excel” button.
DELETED	When user deletes the uploaded excel file.
REJECTED	This will be the status when storeadmin rejects the excel file.
APPROVED	This will be the status when storeadmin approves the uploaded excel file.

The next stage of upload is “Finalize”. When the user clicks the Finalize button, the Excel file is sent to the storeadmin for final approval and upload of materials into the L&T stores Inventory list. This triggers mail to the storeadmin, with intimation that materials are available for upload into the L&T Store System.


HOME
ABOUT US
OBJECTIVE
AUCTION
INVENTORY
CONTACT US
CHANGE PROFILE
USER MENU
LOGOUT
Uploaded Excel Files
User Menu
HOME
Select
Sl. No.
Date
User Id
User Name
File Size
Status
Comment
File
1 27-Dec-2005 Newuser Laxmi 50 KB APPROVED -- Inventory_1
2 27-Dec-2005 Newuser Laxmi 24 KB APPROVED -- Inventory_2
3 27-Dec-2005 Newuser Laxmi 24 KB FINAL -- Inventory_3
4 27-Dec-2005 Newuser Laxmi 24 KB DELETED -- Inventory_4
5 27-Dec-2005 Newuser Laxmi 24 KB FINAL -- Inventory_5
6 27-Dec-2005 Newuser Laxmi 24 KB DELETED -- Inventory_6
7 05-Jan-2006 Newuser Laxmi 25 KB FINAL -- Inventory_8
8 24-Jan-2006 Newuser Laxmi 29 KB INTERMEDIATE -- Inventory_9
Finalize Excel
Delete
Upload the Excel File
Browse...
Upload
Reset
If u don't have latest version of upload file format, kindly click here to Download Version '1'
© Copyright 2005, Larsen & Toubro Limited.
Site developed by L&T Infotech Ltd.
Click to Finalize excel file from intermediate mode
Click to view uploaded excel file in separate window
Browse and upload Materials list.

Uploaded Excel Files

After storeadmin appro file, status will be changed to "APPROVED" and a mail onding user. The sample format of mail will be as shown below.

Date:03/04/2006 , Time:21:05:35

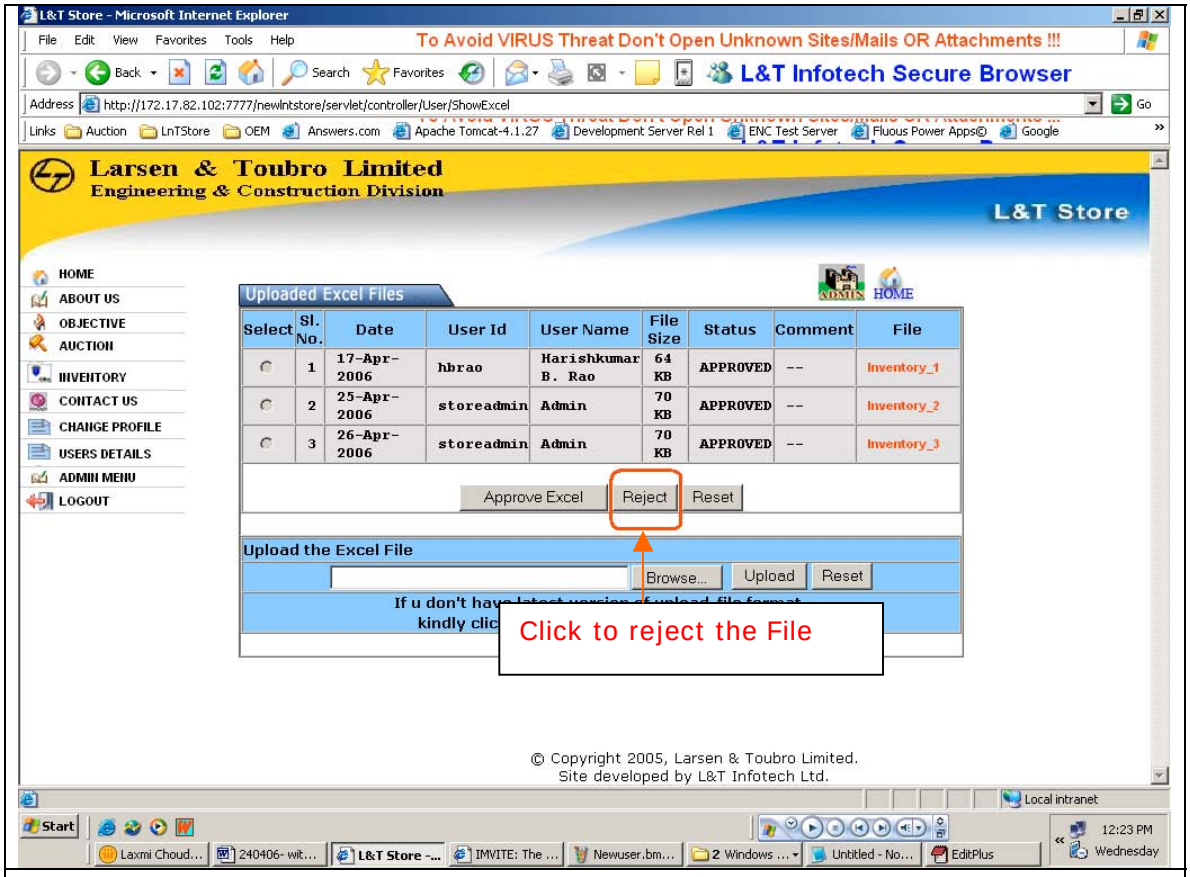
Dear User,

You're File No. <Filename> has been added in LnT Stores Inventory.

Regards,
Admin
LnT Stores.

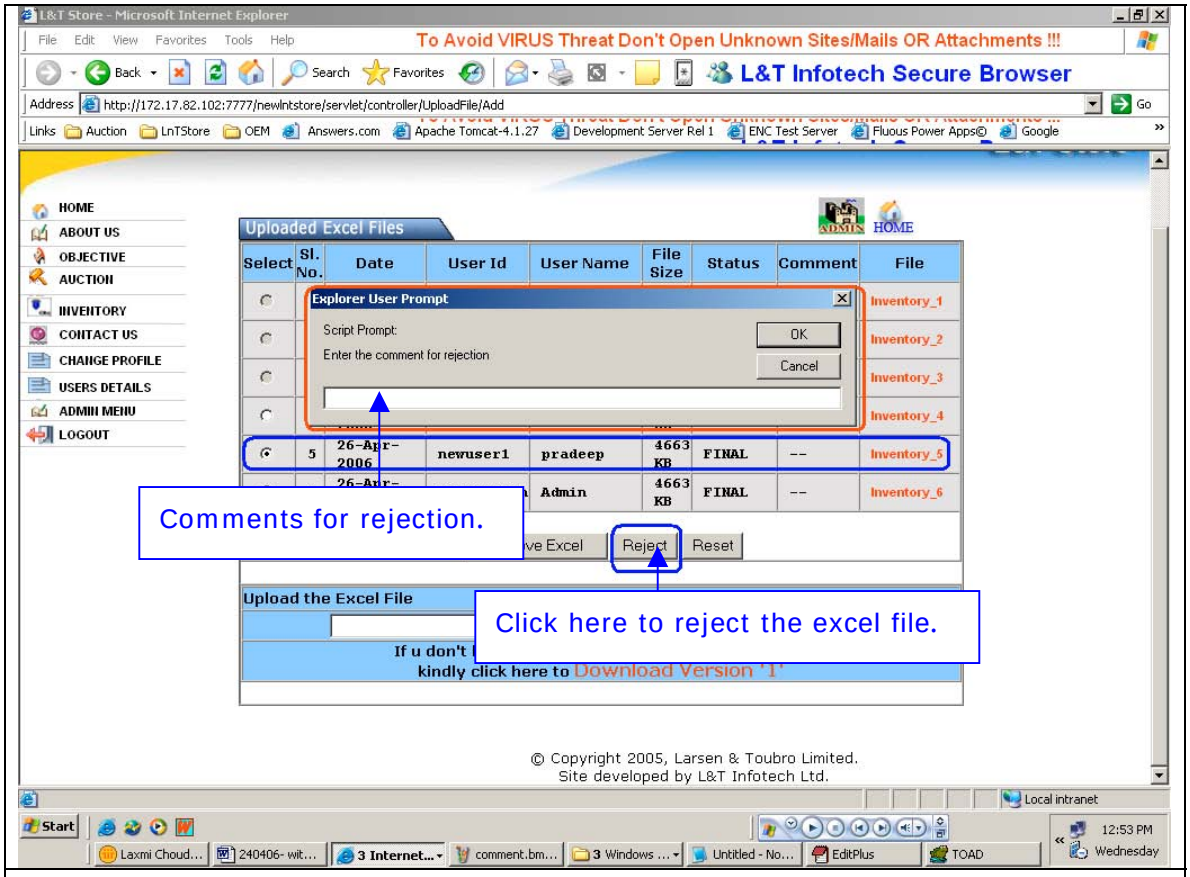
3.2.1 Rejection of Uploaded Excel file

Admin can reject the excel file uploaded by the user. On upload of the excel file to Lntstores website, the request is sent to admin for approval. Refer the picture below for the process of Rejection.



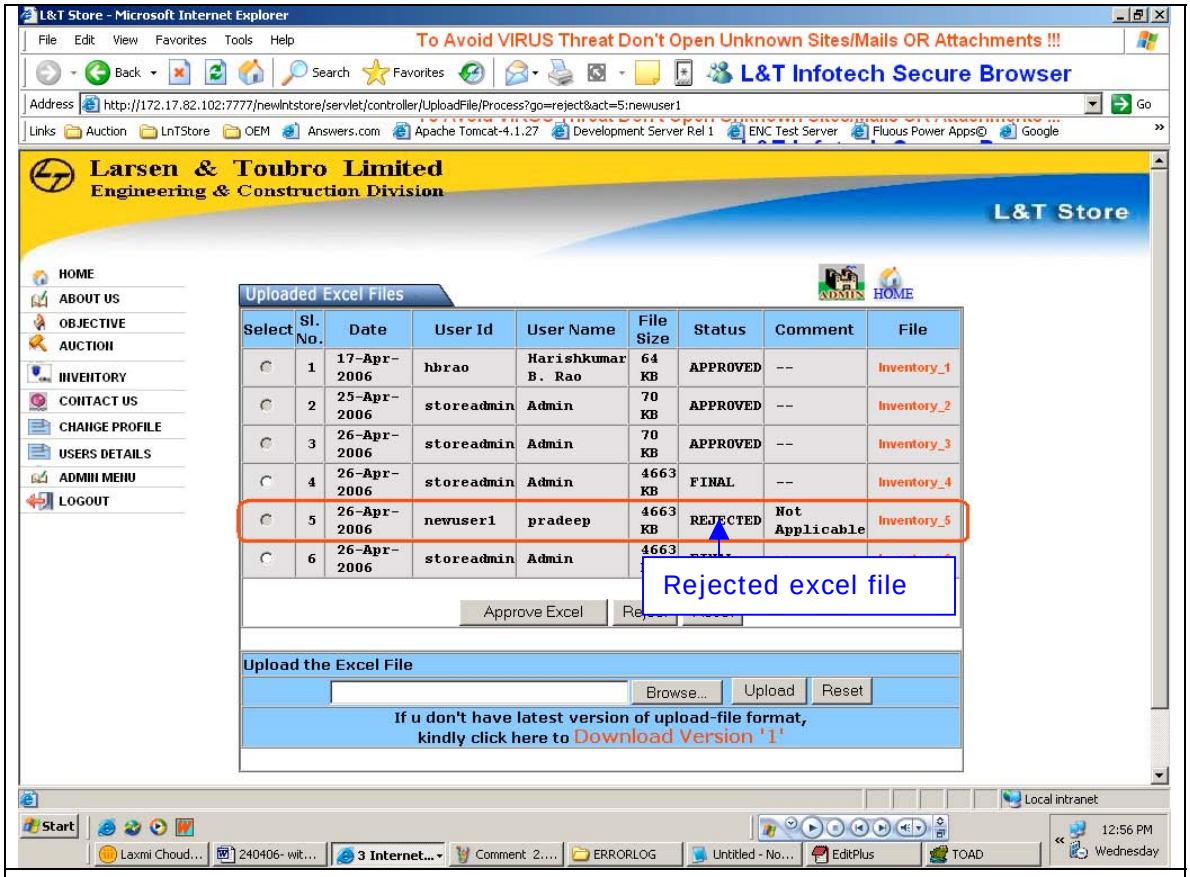
Rejection of Uploaded Excel File.

After clicking on Reject button the system will ask user (Admin) to put comment or the reason for rejection of excel file.



Rejection of Uploaded Excel File.

After rejection the status of the excel file will get updated as **REJECTED** with comment given by admin, a mail will be sent to user with reason for not approving the excel file. The format of the mail is given below.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To Avoid VIRUS Threat Don't Open Unknown Sites/Mails OR Attachments !!!
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L&T Store
HOME
ABOUT US
OBJECTIVE
AUCTION
INVENTORY
CONTACT US
CHANGE PROFILE
USERS DETAILS
ADMIN MENU
LOGOUT
Uploaded Excel Files
Select | Sl. No. | Date | User Id | User Name | File Size | Status | Comment | File
1 | 17-Apr-2006 | hbrao | Harishkumar B. Rao | 64 KB | APPROVED | -- | Inventory_1
2 | 25-Apr-2006 | storeadmin | Admin | 70 KB | APPROVED | -- | Inventory_2
3 | 26-Apr-2006 | storeadmin | Admin | 70 KB | APPROVED | -- | Inventory_3
4 | 26-Apr-2006 | storeadmin | Admin | 4663 KB | FINAL | -- | Inventory_4
5 | 26-Apr-2006 | newuser1 | pradeep | 4663 KB | REJECTED | Not Applicable | Inventory_5
6 | 26-Apr-2006 | storeadmin | Admin | 4663
Rejected excel file
Approve Excel
Upload the Excel File
Browse...
Upload
Reset
If u don't have latest version of upload-file format,
kindly click here to Download Version '1'

Rejection of Uploaded Excel File.

Date:26/04/2006 , Time:12:56:06
Dear User,

Your File No. Inventory_5 has been rejected due to following reasons.

Regards,
Admin
LnT Stores.

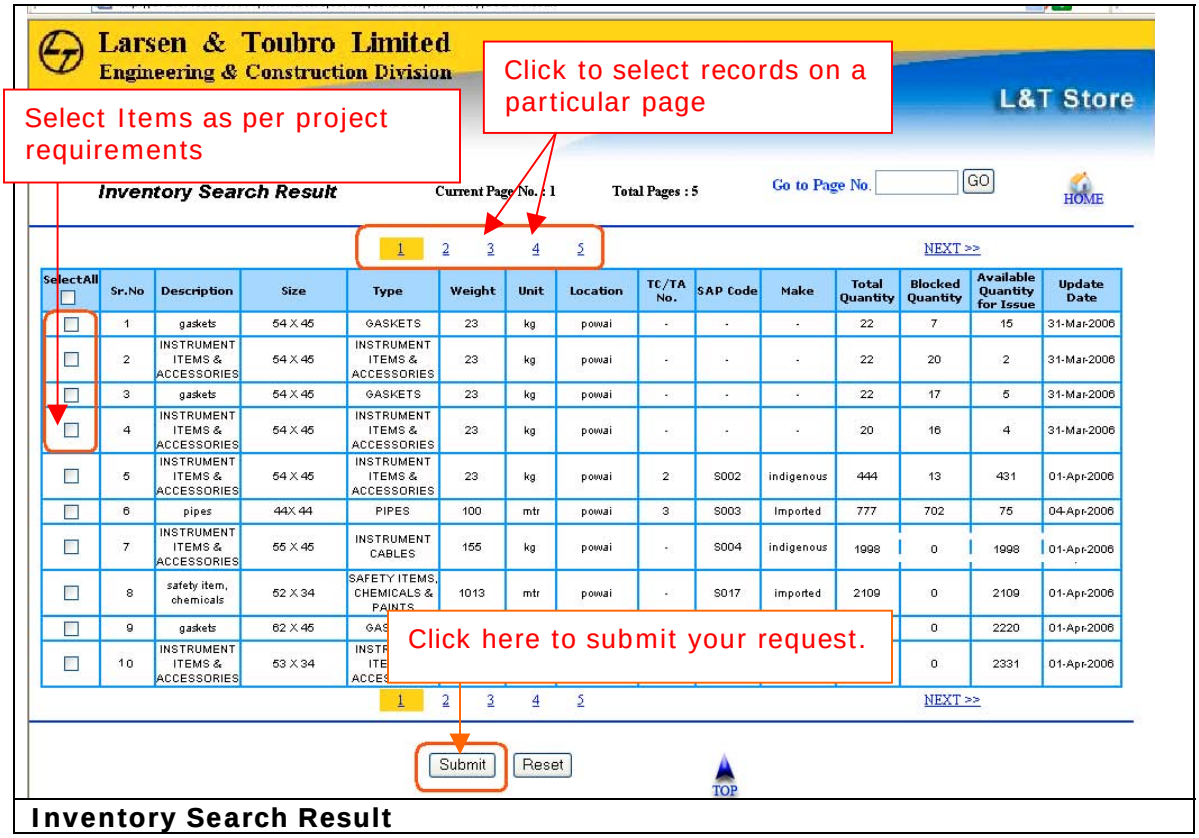
3.3 Requesting Bulk Material

On clicking the Bulk Material tab the user is taken to the Inventory Search screen. The user can search through the inventory for materials required for specific projects.

Users can find the desired material, by the advanced search engine, which searches on following single or multiple parameters: **Description, Size, Location & Make.**

Inventory Search

The search is based on the parameters selected by the user. The Inventory search Result page will be displayed on click of **SEARCH** button.


Larsen & Toubro Limited
Engineering & Construction Division
L&T Store
Select Items as per project requirements
Click to select records on a particular page
Inventory Search Result
Current Page No. : 1
Total Pages : 5
Go to Page No.
GO
HOME
1 2 3 4 5
NEXT >>
SelectAll
Sr.No
Description
Size
Type
Weight
Unit
Location
TC/TA No.
SAP Code
Make
Total Quantity
Blocked Quantity
Available Quantity for Issue
Update Date
1 gaskets 54 X 45 GASKETS 23 kg powai - - - 22 7 15 31-Mar-2006
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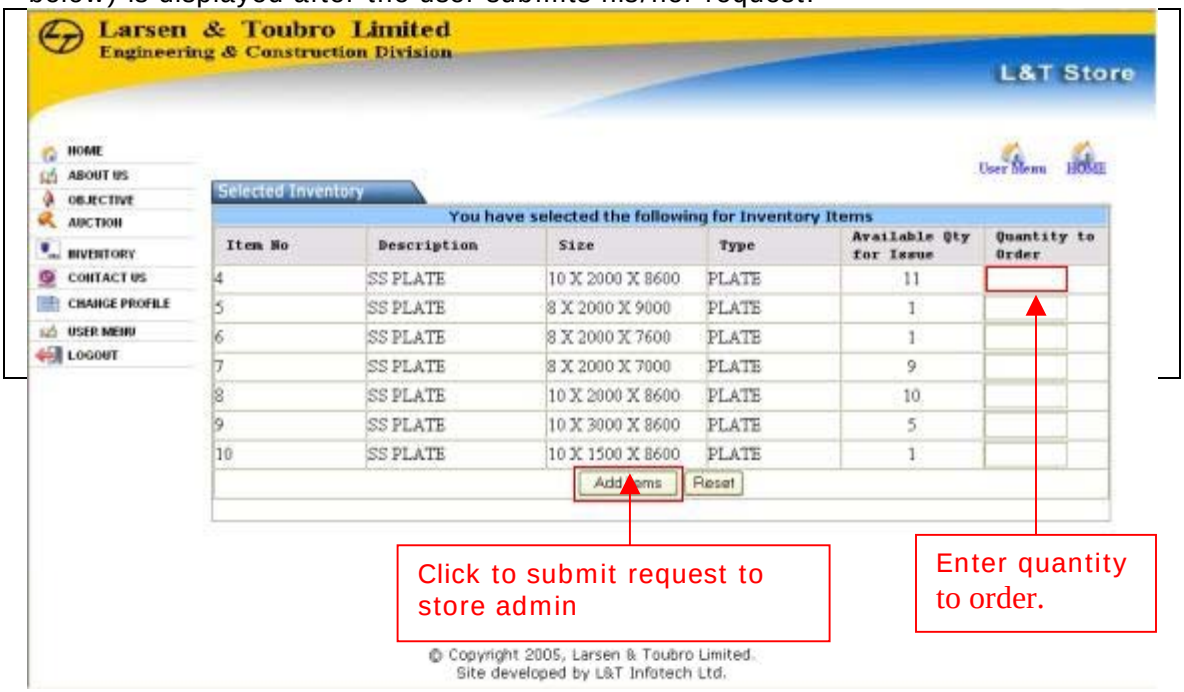
10 INSTRUMENT ITEMS & ACCESSORIES 53 X 34 INSTR ITE ACCES 0 2331 01-Apr-2006
Click here to submit your request.
Submit
Reset
TOP

Inventory Search Result

The Search result page shows list of items available for issue. The user can select single or multiple items to fulfill the project's requirement. The next screen (shown below) is displayed after the user submits his/her request.


Larsen & Toubro Limited
Engineering & Construction Division
L&T Store
HOME
ABOUT US
OBJECTIVE
AUCTION
INVENTORY
CONTACT US
CHANGE PROFILE
USER MENU
LOGOUT
User Menu
HOME
Selected Inventory
You have selected the following for Inventory Items
Item No
Description
Size
Type
Available Qty for Issue
Quantity to Order
4 SS PLATE 10 X 2000 X 8600 PLATE 11
5 SS PLATE 8 X 2000 X 9000 PLATE 1
6 SS PLATE 8 X 2000 X 7600 PLATE 1
7 SS PLATE 8 X 2000 X 7000 PLATE 9
8 SS PLATE 10 X 2000 X 8600 PLATE 10
9 SS PLATE 10 X 3000 X 8600 PLATE 5
10 SS PLATE 10 X 1500 X 8600 PLATE 1
Add Items
Reset
Click to submit request to store admin
Enter quantity to order.
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Selected Inventory

In this screen user is required to enter the quantity of items required against each item selected. A system generated automatic request eMail will go the store admin, on clicking “Add Items” button.

Sample format of the eMail sent to admin is as shown below:

Date: 22/11/2005, Time: 12:00:02

Dear Admin,
I have requested following Items from the Inventory Store

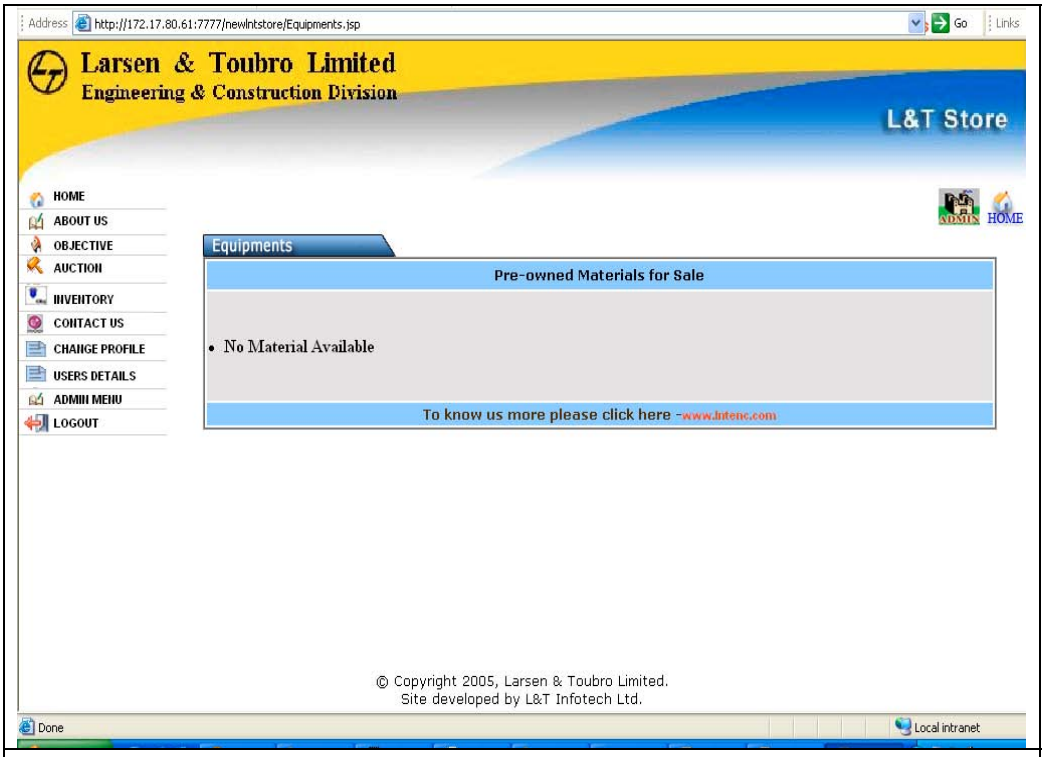
Item No	Description	Size	Type	Quantity Requeste
19	PIPE FITTINGS & HARDWARES	34 X 789	PIPE FITTINGS & HARDWARES	1
20	GASKETS	45 X 67	GASKETS	1

Regards,
User ID:
User Name:

3.4 Surplus Material List / Equipments

In ‘User Menu Screen’ for ‘Surplus Material List’, select the radio button ‘Equipment’ and click the ‘Go’ button. ‘Equipment Screen’

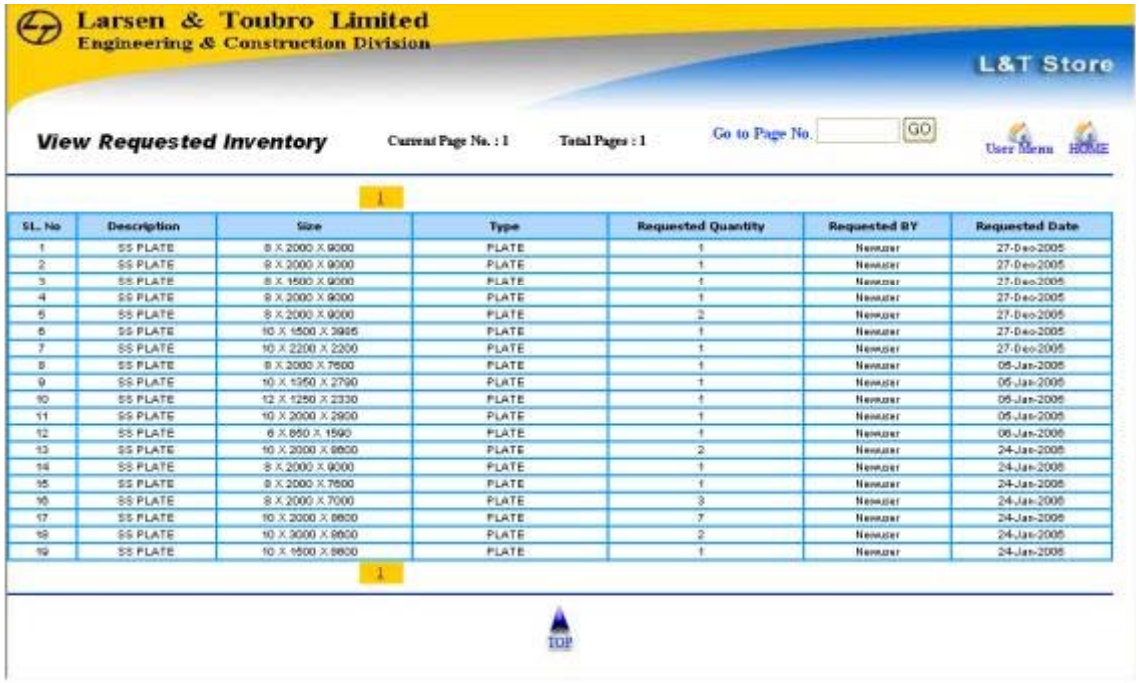
It contains a link to the ‘pre-owned equipment materials for sale’ page, as shown below.



Equipments Screen

3.5 View Earlier Requested Inventory Items in LnT Stores

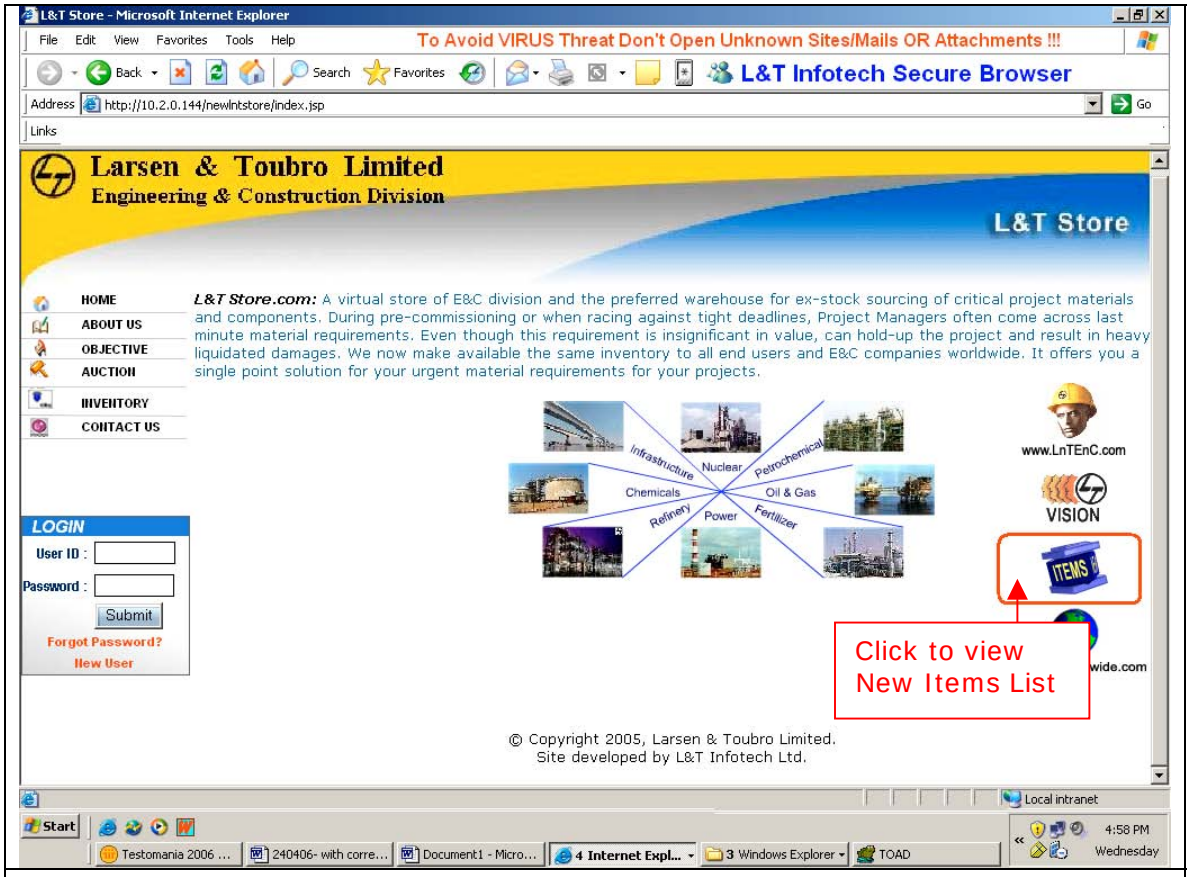
In the 'User Menu' screen, if you click the 'Go' button available next to 'View earlier requested inventory items', 'View requested Inventory Screen' is displayed. Items requested by a particular user are displayed in this screen. These are the items requested/ordered from the Inventory / Bulk material screen.


Larsen & Toubro Limited
Engineering & Construction Division
L&T Store
View Requested Inventory
Current Page No. : 1
Total Pages : 1
Go to Page No.
GO
User Menu
HOME
1
SL. No
Description
Size
Type
Requested Quantity
Requested BY
Requested Date
1 SS PLATE 8 X 2000 X 9000 PLATE 1 Neeraj 27-Dec-2005
2 SS PLATE 8 X 2000 X 9000 PLATE 1 Neeraj 27-Dec-2005
3 SS PLATE 8 X 1500 X 9000 PLATE 1 Neeraj 27-Dec-2005
4 SS PLATE 8 X 2000 X 9000 PLATE 1 Neeraj 27-Dec-2005
5 SS PLATE 8 X 2000 X 9000 PLATE 2 Neeraj 27-Dec-2005
6 SS PLATE 10 X 1500 X 3995 PLATE 1 Neeraj 27-Dec-2005
7 SS PLATE 10 X 2200 X 2200 PLATE 1 Neeraj 27-Dec-2005
8 SS PLATE 8 X 2000 X 7500 PLATE 1 Neeraj 05-Jan-2006
9 SS PLATE 10 X 1350 X 2790 PLATE 1 Neeraj 05-Jan-2006
10 SS PLATE 12 X 1250 X 2330 PLATE 1 Neeraj 05-Jan-2006
11 SS PLATE 10 X 2000 X 2900 PLATE 1 Neeraj 05-Jan-2006
12 SS PLATE 6 X 850 X 1590 PLATE 1 Neeraj 06-Jan-2006
13 SS PLATE 10 X 2000 X 9800 PLATE 2 Neeraj 24-Jan-2006
14 SS PLATE 8 X 2000 X 9000 PLATE 1 Neeraj 24-Jan-2006
15 SS PLATE 8 X 2000 X 7500 PLATE 1 Neeraj 24-Jan-2006
16 SS PLATE 8 X 2000 X 7000 PLATE 3 Neeraj 24-Jan-2006
17 SS PLATE 10 X 2000 X 9800 PLATE 7 Neeraj 24-Jan-2006
18 SS PLATE 10 X 3000 X 9800 PLATE 2 Neeraj 24-Jan-2006
19 SS PLATE 10 X 1500 X 9800 PLATE 1 Neeraj 24-Jan-2006
1
TOP

View Requested Inventory

4. New Items

Home page displays an icon “New Items”. New item added to L&T Store can be made available through this link.


L&T Store - Microsoft Internet Explorer
To Avoid VIRUS Threat Don't Open Unknown Sites/Mails OR Attachments !!!
L&T Infotech Secure Browser
Larsen & Toubro Limited
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L&T Store
HOME
ABOUT US
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CONTACT US
L&T Store.com: A virtual store of E&C division and the preferred warehouse for ex-stock sourcing of critical project materials and components. During pre-commissioning or when racing against tight deadlines, Project Managers often come across last minute material requirements. Even though this requirement is insignificant in value, can hold-up the project and result in heavy liquidated damages. We now make available the same inventory to all end users and E&C companies worldwide. It offers you a single point solution for your urgent material requirements for your projects.
Infrastructure
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Chemicals
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Refinery
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www.LnTEnC.com
VISION
ITEMS
wide.com
LOGIN
User ID :
Password :
Submit
Forgot Password?
New User
Click to view New Items List
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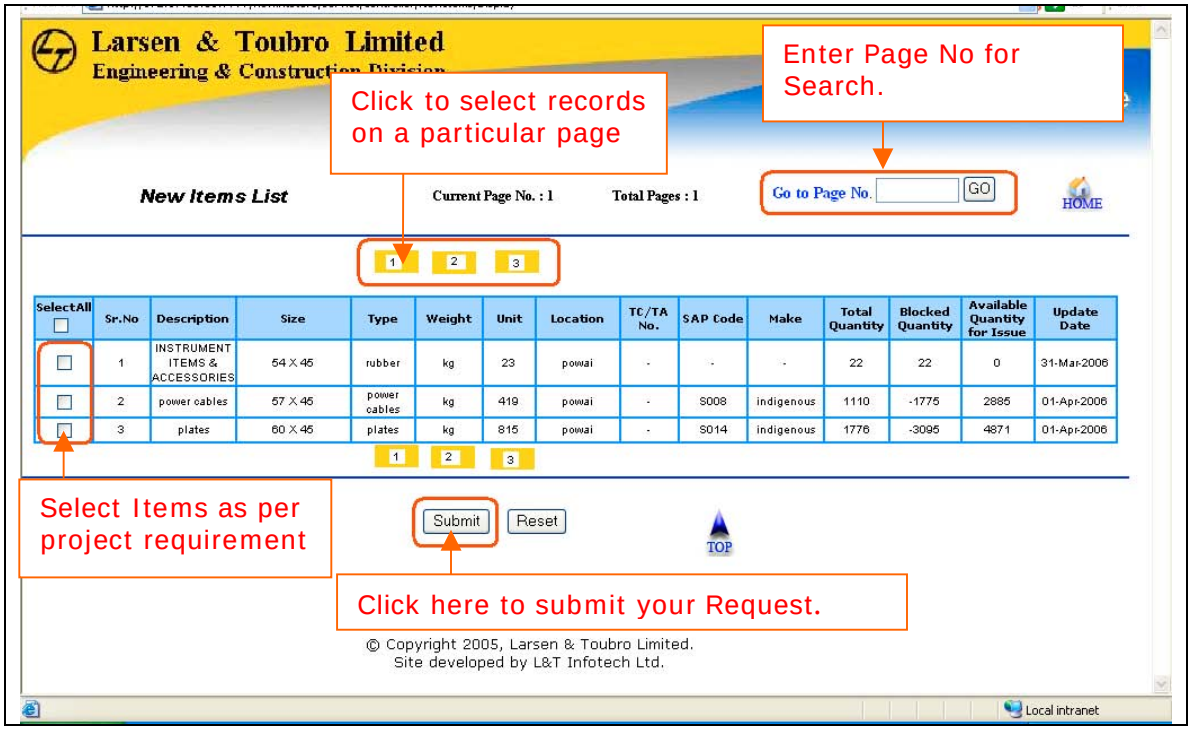
Site developed by L&T Infotech Ltd.
Local intranet
Start
4:58 PM
Wednesday

Home Page

On clicking New Items icon, list of new items available in L&T Stores is displayed. These are a list of new materials added by the admin to the L&T Stores Inventory.



Larsen & Toubro Limited
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L&T Store
HOME
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9 SS PLATE 10 X 3000 X 8600 PLATE 5
10 SS PLATE 10 X 1500 X 8600 PLATE 1
Add Items
Reset
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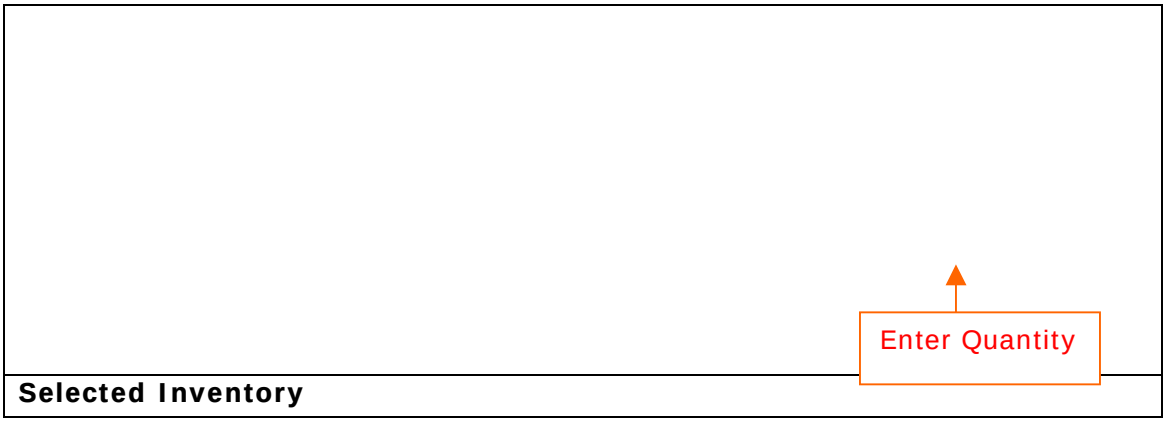
New Items List

The user can select single or multiple items to fulfill the project's requirement. The next screen (shown below) is displayed after the user submits his/her request.



Selected Inventory

In this screen user is required to enter the quantity of items required against each item selected. A system gen Mail will go the storeadmin, on clicking "Add Items" butto

Sample format of the eMail sent to admin is as shown below:

Date: 22/11/2005, Time: 12:00:02

Dear Admin,
I have requested following Items from the Inventory Store

Item No	Description	Size	Type	Quantity Requested
10	PIPE FITTINGS &	24 X 700	PIPE FITTINGS &	1

available
isplayed,
user can
can not

Update your Personal Information

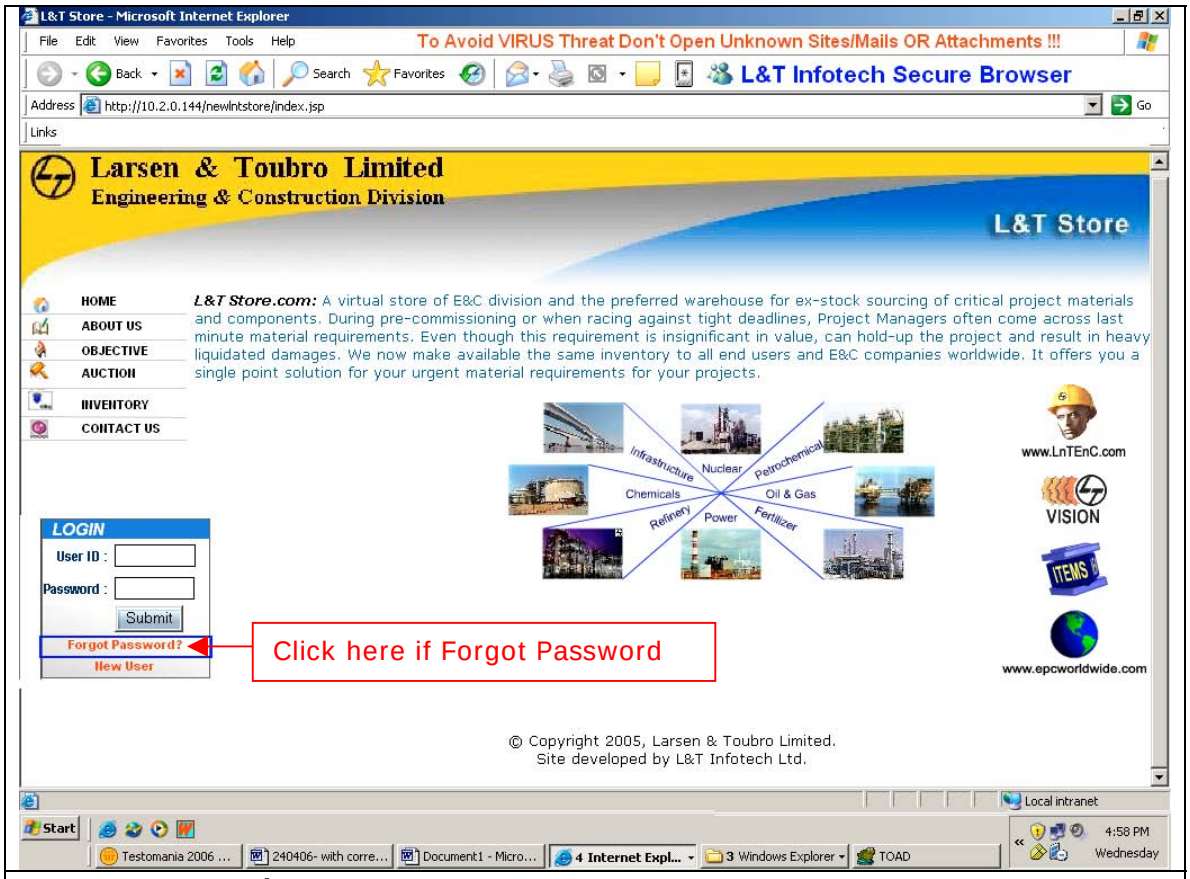
User cannot edit this Information

User cannot Change User ID

Change Profile

6. Forgot Password

If a user has forgotten his/her password, “Forgot Password” link in the Home Page can be used to retrieve his/her password.


L&T Store - Microsoft Internet Explorer
To Avoid VIRUS Threat Don't Open Unknown Sites/Mails OR Attachments !!!
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Infrastructure
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Petrochemical
Chemicals
Oil & Gas
Refinery
Power
Fertilizer
www.LnTEnC.com
VISION
ITEMS
www.epcworldwide.com
LOGIN
User ID :
Password :
Submit
Forgot Password?
New User
Click here if Forgot Password
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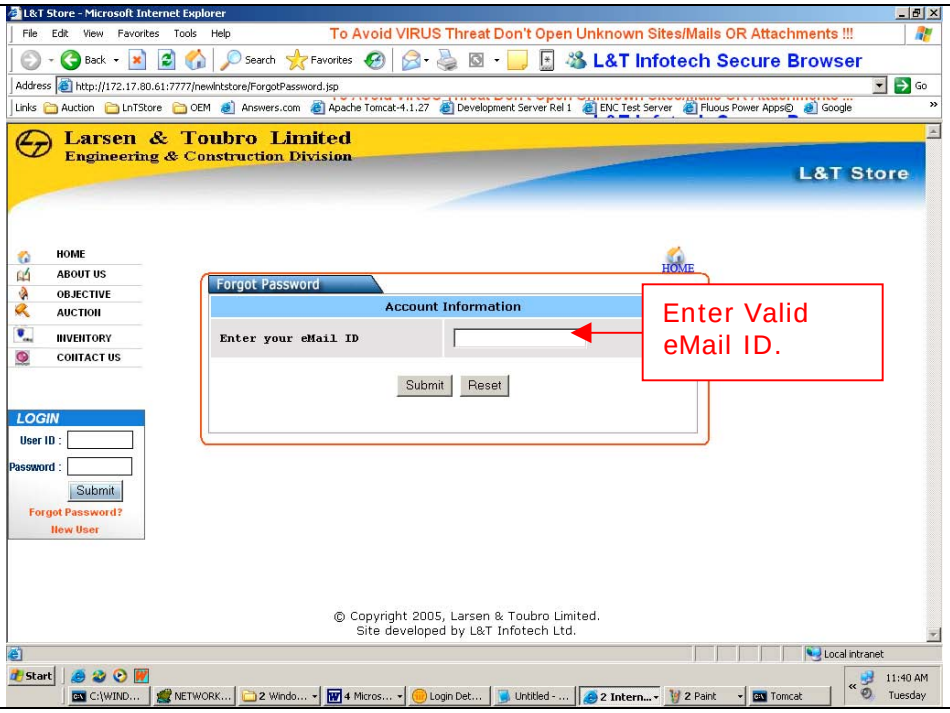
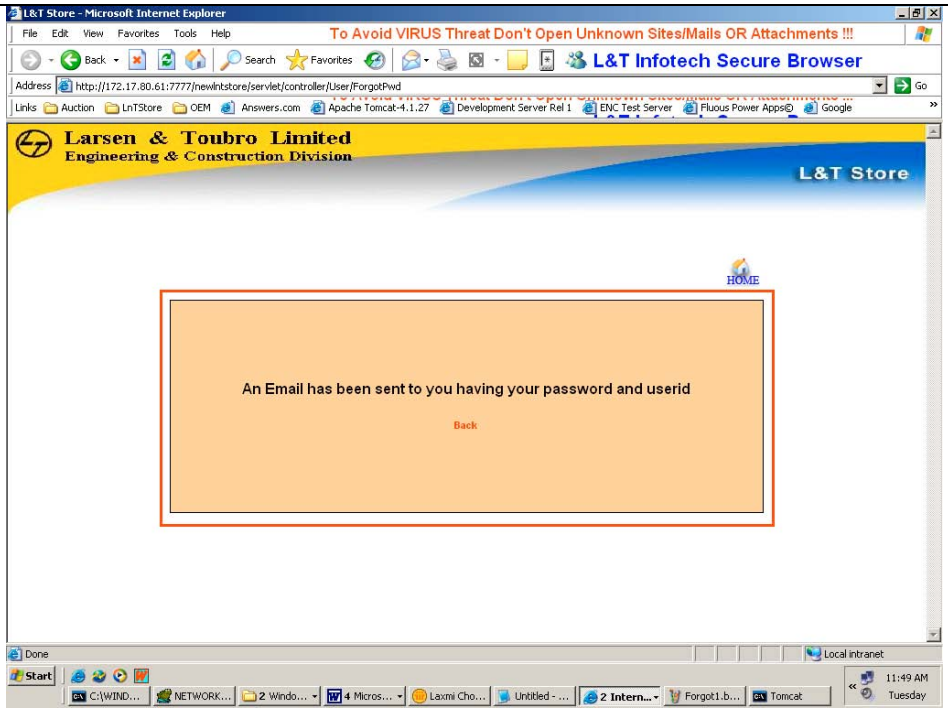
Forgot Password

On clicking “Forgot Password” link, in the next page, user has to enter his valid eMail address as requested. On clicking the submit button user will get a system generated eMail with his User ID & Password.



Forgot Password

On clicking the submit button a confirmation page is displayed as shown below.


L&T Store - Microsoft Internet Explorer
To Avoid VIRUS Threat Don't Open Unknown Sites/Mails OR Attachments !!!
L&T Infotech Secure Browser
Larsen & Toubro Limited
Engineering & Construction Division
L&T Store
HOME
An Email has been sent to you having your password and userid
Back

Forgot Password

7. Logout

The logout link is used to close the current session for the user. The user will be taken to the login screen.